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Chief, Ops.

R2

K

7 June 1971

MEMORANDUM FOR: Chief, RE&CD/OL

SUBJECT : Delegation of Authority to Sign Contracts

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1. It is requested that [] Chief and Deputy Chief respectively, [] be delegated authority to sign contracts to cover the following work involved with the relocation of the [] to the []

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	Estimated Costs
a. Partitioning of office space	\$ 500.00
b. Operations area partitions	750.00
c. Installation of ladies room facilities	1,700.00
d. Kitchen facilities modification	1,100.00
e. Modification to air conditioning ducting	200.00
f. Miscellaneous painting	150.00
g. Installation of floor tile, 2,500 sq. ft.	1,900.00
h. Moving from present location to []	800.00
TOTAL	\$7,100.00

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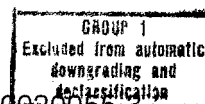
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2. FY-71 funds in the amount of \$10,000.00 will be available to cover the costs of these modifications. The building rehabilitation work (items a through f) will be accomplished by the [] Facilities Engineer's Office. Items g and h will be accomplished by local contractors under the supervision of the [] and the Facilities Engineer's Office. [] Headquarters Engineering Staff will seek RE&CD advice and concurrence as required. All contracts will be signed prior to COB 30 June 1971.

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4. Since Fy-71 funds must be obligated for this work, an expeditious reply to this memorandum is requested.

FOR THE DIRECTOR,

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Acting Chief, Administrative Staff,

Distribution:

- Orig & 1 - Addressee
- 1 - Chief, Operations ✓
- 1 - Engineering Staff
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JTG/ajj

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